Reauthorization Process
Authorized Account Approver (AAA) User Manual

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Overview

In FY 2019, the Grants Online Program Management Office (PMO) established the Authorized Account Approver (AAA) role for all Federal (internal users) and Recipient Administrators (external users) authorized to request or perform additions, modifications, or removal of Grants Online roles and user accounts.

Primary and back-up AAAs have access to the same list of users and will be able to see all updates made by each other. The window of opportunity to validate user/role(s) is currently scheduled to start on **October 28, 2019** and end after two weeks on **November 8, 2019**. During that time, AAAs should review **all roles** assigned to **each user** for whom they are responsible. Only accounts that have been in existence for six (6) months or longer will be included in the Reauthorization Process. After reviewing each role, the AAAs should indicate the disposition for that user/role by selecting one of three options:

- **AAA Reauthorized**
- **AAA Removed**
- **AAA Disclaimed**

At the conclusion of the Reauthorization Process window of opportunity, the Grants Online PMO will apply the action indicated by the AAA(s). The PMO will research and conduct follow-up to resolve outstanding questions or concerns about user/role(s).
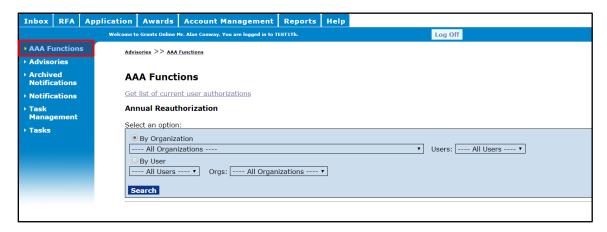
Instructions for Federal AAAs

- Federal AAAs should continue to email the Help Desk when they need to modify or add a new role on a user's account. Please see the last page of this document for the information that should accompany email requests. Because of the anticipated high volume of requests, there may be a longer than normal delay in the Help Desk response.

- When a Federal AAA wants to remove a user account and the associated Grants Online role(s), all delegations should be removed and all open tasks should be reassigned. If the Federal AAA selects AAA Removed from the Status dropdown menu but does not remove all delegations and reassign open tasks, the user and his/her role(s) **will not** be removed during the post-Reauthorization Process. That user and his/her role(s) will continue to display among the list of active accounts. Additional interaction with the Help Desk will be required.

- For an explanation of Grants Online roles, reference the Explanation of User Roles document. The last page of that document explains the difference between a Certified Program Officer and an Uncertified Program Officer.

- For a cross-reference between Grants Online tasks and the users that are authorized to perform each task, reference the Grants Online User Role document.

Instructions for Grantee AAAs (Recipient Administrators)

- Grantee AAAs (Recipient Administrators) have the authority to add a new role or modify an existing role on a user's account. Reference the **Specify or update a user role** section in the Recipient Administrator guidance document.

- If the *Disassociated Date* data element contains a date, that user/role(s) will not be included on the Reauthorization Process list.

- To remove a user account and the associated Grants Online role(s), all delegations should be removed and all open tasks should be reassigned. If the AAA selects AAA Removed from the Status dropdown menu but has not completed the two prerequisite actions the user and his/her role(s) **will not** be removed post-Reauthorization Process. That user and his/her role(s) will continue to display among the list of active accounts.

- If a Recipient has awards from two Department of Commerce Bureaus or Agencies (e.g., NOAA and EDA), there may appear to be duplicate records. When conducting a "By User" search, two seemingly duplicate records may be displayed. Further defining the search and specifying an organization name will address the appearance of duplicate records.
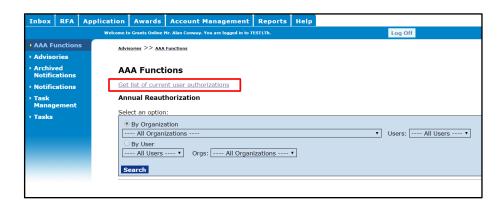
Navigate to AAA Functions

While on the Inbox tab, click the **AAA Functions** link on the left-hand navigation pane.

Access the Available AAA Lists

List of Users and Role(s) – Always Available

Click the **Get list of current user authorizations** link to view an up-to-date list of users/ role(s) for whom you are the assigned AAA. This link is always available to AAAs and produces a dynamic list of active user/roles.

List of User/Role(s) – During the Reauthorization Process

The second section on the screen, **Annual Reauthorization**, provides a list of all the users and their role(s) for whom you are the assigned AAA. The list in this section is only accessible during the Reauthorization Process. This static list represents a snapshot in time of the active users/roles generated just prior to the Reauthorization Process period. The radio buttons, ◉ By Organization and ◉ By User determine the sort order of the list.
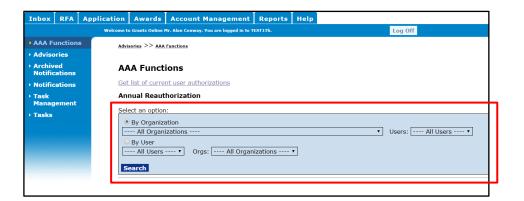
- Click the ◉ By Organization radio button, leave the **---- All Organizations ---- ▼** dropdown menu and the **---- All Users ---- ▼** dropdown menu in the default state. Click the **Search** button.

~ or ~

- Click the ◉ By User radio button, leave the **---- All Users ---- ▼** dropdown menu and the **---- All Organizations ---- ▼** dropdown menu in the default state. Click the **Search** button.
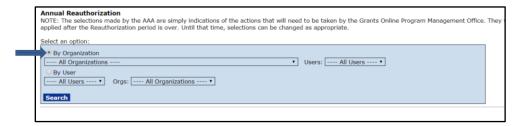

NOTES: There may be a difference between the list generated when the user clicks the hyperlink below the **AAA Functions** header and the list generated when a list of users is retrieved using the **Annual Reauthorization** section of the screen. The list generated using the hyperlink displays a dynamic view of the data; the second list is a static view of the data.

Whether the AAA clicks the Sort by Organization radio button or clicks the Sort by User radio button **and** filters the data using the same information in the By Organization and By User options the same results will be returned.
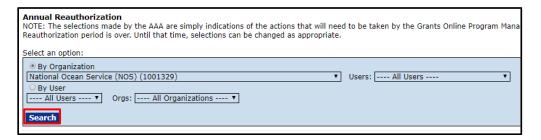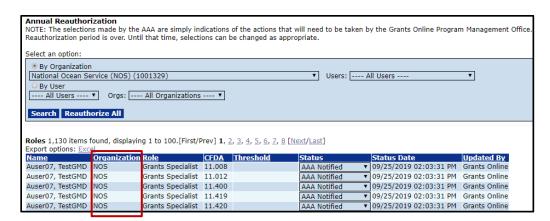
Conduct a Search

Search by Organization

1. Click the ⊙ **By Organization** radio button.

2. Click the **---- All Organizations ----** ▼ dropdown menu. From the resulting list, select the organization that should be the focus of the search. Click the **Search** button to display all users and their role(s) for the organization.
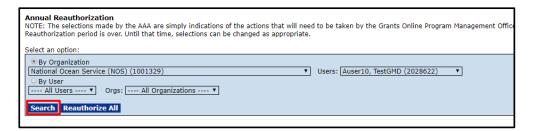

3. The result of clicking the Search button when the search is limited to one organization is displayed in the next image. When a search is limited to one organization, data for multiple users within the organization is displayed; **1,130** records were returned for this search. The image below (representative of several pages of results) shows one internal user (last name, first name ➔ Auser07, TestGMD) who is affiliated with the NOS organization and has a Grants Specialist role for several CFDAs.

NOTE: The CFDA may (or may not) be visible when a person has the role of Grants Specialist, Grants Officer or Director. The Threshold may (or may not) be visible when a person has the role of Grants Officer or Budget Officer.
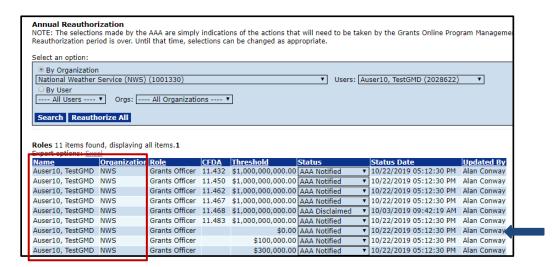
4. To narrow the search to a single user (when an organization was selected) click the **---- All Users ---- ▼** dropdown menu. Select a user from the resulting list. Click the **Search** button to display the user/role(s).

5. For the purpose of demonstration, the information that is visible when a person with different Grants Online roles performs a search is shown. In all three examples the search was limited to an organization and subsequently to a user within that organization.
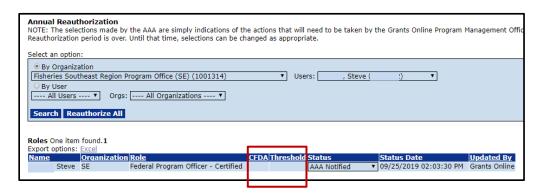
- **EXAMPLE 1**
  An internal AAA (member of **Grants Management**) performs the search. The data that is displayed is that of a user who is affiliated with the NWS organization and has a Grants Officer role for several CFDAs. One line item does not have a CFDA and has a $ 0.00 Threshold.
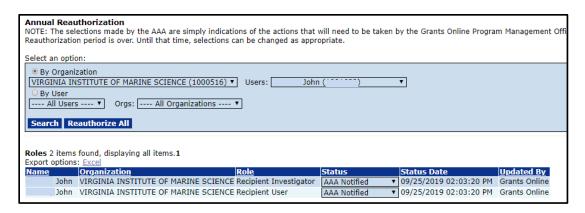
- **EXAMPLE 2**

An internal **Line Office AAA** performs the search. Notice, in this example, there is no data in either the CFDA or the Threshold column. However, if the AAA had a Budget Officer role, there may be data in the Threshold column.
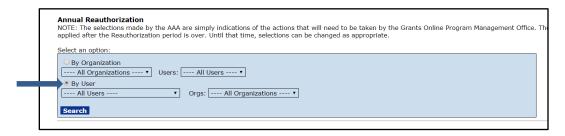

- **EXAMPLE 3**

The **Recipient Administrator** performs the search. Notice there is no CFDA or Threshold column.
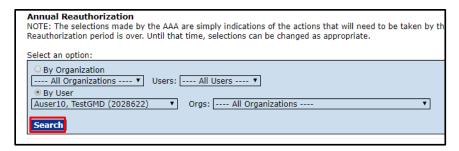
Search by User

1. Click the ⦿ **By User** radio button.

2. Click the **---- All Users -----** ▼ dropdown menu. From the list, select the user you wish to focus on. Click the **Search** button to display information for a single user and the all organizations with which he/she is affiliated.
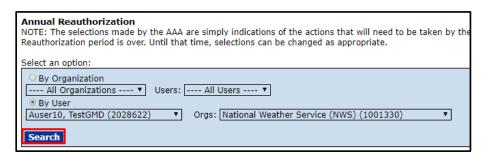

3. The result of clicking the Search button when the search has been narrowed to one user is displayed in the image below. In this example, the user has roles as a Grants Officer for NMFS and NOS. This person also has multiple CFDAs and multiple Thresholds.
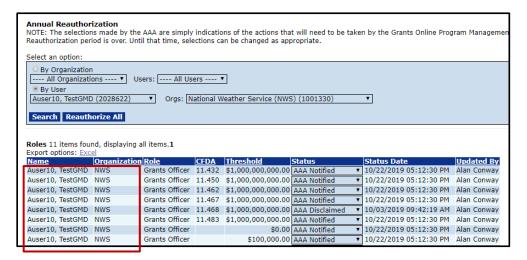
   Remember, the CFDA may (or may not) be visible when a person has the role of Grants Specialist, Grants Officer or Director. The Threshold may (or may not) be visible when a person has the role of Grants Officer or Budget Officer. For all remaining roles both the CFDA and the Threshold are blank.

4. To narrow the search to a single organization (when the user has been selected), click the **---- All Organizations ---- ▼** dropdown menu and select an organization. Click the **Search** button to display the user/role(s) for that organization.

5. The image below is visible when the search is limited to one user and subsequently to one organization.
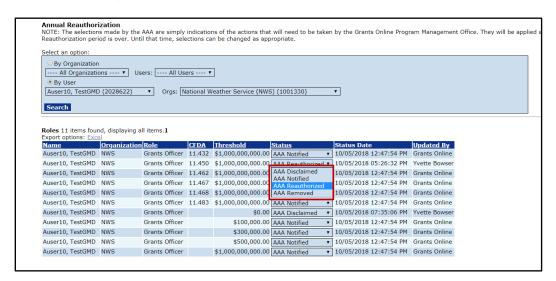
Update User/Role Status – General

For each row on the screen, click the AAA Notified ▼ dropdown menu. There is a red box surrounding the four options that are available for each user/role. With the dropdown menu fully expanded, select one option for each user/role. The option selected should represent the AAA's best knowledge of an accurate status for a user/role.

NOTE: Following Grants Online convention, the options on the dropdown menu are listed in alphabetical order.

- **AAA Disclaimed** – the AAA wants to indicate he/she is not the AAA for the user/role or is unable to determine if the user/role is accurate. At the conclusion of the Reauthorization Process any user/role with a status of **AAA Disclaimed** requires additional research and follow-up.

- **AAA Notified** – **This is the default**. The AAA has been notified by email of the start of the Reauthorization Process. At the conclusion of the Reauthorization Process any user/role with a status of **AAA Notified** requires additional research and follow-up.

- **AAA Reauthorized** – The user/role is an accurate representation of the current status.

- **AAA Removed** – The role should be removed (the user no longer needs access to Grants Online with the role indicated).

Update User/Role Status – Enhanced Functionality

For the FY 2020 Reauthorization Process an enhancement allows the AAA to simultaneously reauthorize a group of users/roles for whom he/she is responsible. The **Reauthorize All** button should be used with caution.
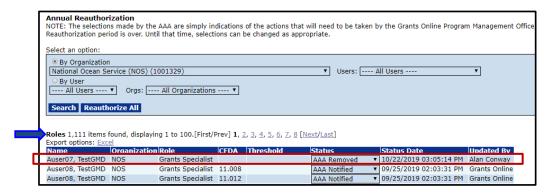
- Prior to clicking the **Reauthorize All** button, update any user/roles returned from the current search for which the status should be **AAA Removed** or **AAA Disclaimed**.

  In this example, we updated the status for one user/role from **AAA Notified** to **AAA Removed**. When the status for each user/role is updated it moves to the top of the list. In conjunction with an update to the status, the *Status Date* (calendar date and time) and the *Updated By* columns are updated.

  Any user/roles above the updated user/role are moved out of view. The original number of records returned by the search decreases from **1,130** to **1,111**.

  [The starting point for this example is from the image shown on page 9 – item #3 where By Organization = National Ocean Service.]
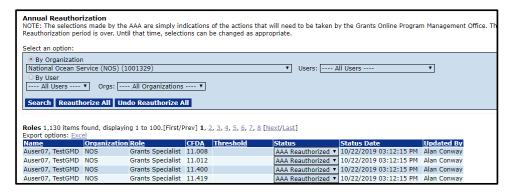
  After the status for a user/role is updated, the re-display of records assumes that the AAA is working from the top to the bottom of the list of user/roles. To view all **1,130** records, keep the search criteria and click the **Search** button.
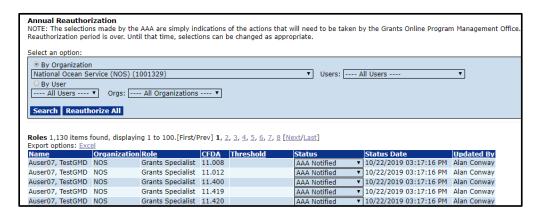

NOTE: The new information shown on the screen **does not** indicate the user account has been modified. The modification/update of the user account will occur when the FY 2020 Reauthorization Process window of opportunity closes. From **October 28, 2019** to **November 8, 2019** the AAA may change the information for any user/role assigned to him/her. If the AAA has a back-up that person may also update the user/role.
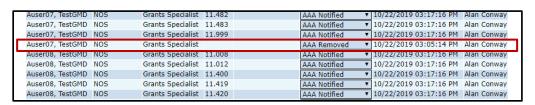
- If the AAA clicks the **Reauthorize All** button, the remaining user/roles returned from the search where the status is **AAA Notified** are updated to **AAA Reauthorized**.

- If the AAA wants to undo the result of clicking the **Reauthorize All** button, use the **Undo Reauthorize All** button. The status for the user/roles that were updated using the **Reauthorize All** button reverts to the user/role status **AAA Notified**.

- The other user/role where the status was updated remains unchanged (see the image on page 15).

Request for Help Desk Assistance (Reauthorization Process Questions)

When requesting Help Desk assistance with Reauthorization Process-related matters, send an email to grantsonline.helpdesk@noaa.gov and use **Reauthorization Process** in the Subject line of the email. In addition, provide the following information:

- Name of the organization
- If the user is affiliated with more than one active Grants Online organization, please provide the organization ID (orgID)
- Grants Online user name on the account in question (e.g., jsmith)
- Which user roles are included in this request?
- Description of the request or issue of concern